

National Conference on Ministry to the Armed Forces (NCMAF)

Whistleblower Policy

Purpose

The National Conference on Ministry to the Armed Forces (NCMAF) is committed to the highest standards of integrity, ethical conduct, and accountability in all of its operations. This Whistleblower Policy provides a mechanism for individuals to raise concerns regarding suspected unethical, illegal, or fraudulent activities without fear of retaliation. It is intended to encourage and enable NCMAF directors, officers, employees, volunteers, and members to report concerns promptly so that NCMAF can address them responsibly.

1. Scope

This policy applies to:

- NCMAF board members, officers, employees, volunteers, members, contractors, and consultants.
- Concerns relating to:
 - Violations of laws, regulations, or NCMAF policies.
 - Fraud, waste, or misappropriation of NCMAF assets.
 - Financial mismanagement or questionable accounting/auditing practices.
 - Conflicts of interest or unethical conduct.
 - Substantial danger to public health, safety, or welfare.

2. Reporting Procedures

1. Initial Report

- Concerns should be reported in writing or verbally to the Executive Director or Board Chair.
- If the concern involves the Executive Director, it should be reported directly to the Board Chair.
- If the concern involves the Board Chair, it should be reported to the Board Vice Chair or another officer of the Board.

2. Anonymous Reporting

- Reports may be submitted anonymously. However, providing contact information may facilitate a more thorough investigation.

3. Content of Report

- Reports should include as much detail as possible, including names, dates, locations, and any supporting documentation.

3. Investigation

- All reports will be promptly reviewed by the Executive Director or the designated Board officer.
- The investigator may involve legal counsel, auditors, or other experts as necessary.
- Findings will be reported to the Board of Directors, along with recommended actions.
- Confidentiality will be maintained to the fullest extent possible, consistent with the need to conduct a fair investigation.

4. Protection from Retaliation

- NCMAF strictly prohibits retaliation against anyone who, in good faith, reports a concern or participates in an investigation.
- Retaliation includes termination, demotion, harassment, discrimination, or other adverse actions.
- Any person who engages in retaliation will be subject to disciplinary action, up to and including termination of employment or removal from the Board.

5. False or Malicious Allegations

- Making knowingly false or malicious allegations is a serious offense and may result in disciplinary action.
- Good faith does not mean the concern must be proven correct—only that the individual believes the information to be true at the time of the report.

6. Recordkeeping

- NCMAF will maintain a log of all whistleblower reports, including the date received, a summary of the concern, investigation steps, and the resolution.
- Records will be retained according to NCMAF's document retention policy.

7. Policy Review

This policy will be reviewed by the Board of Directors at least every three years, or as required by law, to ensure compliance with applicable regulations and best practices.

Approved by the NCMAF Board of Directors on: January 11, 2026

Signature, Board Chair: Reneé X. Owen

Signature, Executive Director: Doyle Lewis

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Quick Reference Guide

Our Commitment

The National Conference on Ministry to the Armed Forces (NCMAF) values integrity, accountability, and transparency. If you suspect unethical, illegal, or fraudulent activity, **speak up**—you are protected from retaliation when reporting in good faith.

What to Report

Report concerns such as:

- Violations of law or NCMAF policies.
- Fraud, theft, or misuse of funds.
- Financial mismanagement or questionable accounting.
- Conflicts of interest or unethical behavior.
- Significant threats to public safety or welfare.

How to Report a Concern

1. Preferred Method – Contact Leadership

- **Executive Director** – for most concerns.
 doyle.dunn@ncmaf.com |  703-608-2100
- **Board Chair** – if the concern involves the Executive Director.
 rowen@cbf.net |  818-813-4032
- **Board Vice Chair or another Board Officer** – if the concern involves the Board Chair.
 washingtonjohnson@nadadventist.org |  301-275-4597

2. Anonymous Reporting

- May be submitted without your name.
- Provide as much detail as possible to aid investigation.

3. Include in Your Report

- Description of the issue, including **what happened, when, where, and who was involved.**
- Any evidence or supporting documents.

What Happens Next

- Your report will be promptly reviewed and investigated.
- Findings and any necessary actions will be reported to the Board.
- **Your identity will be kept confidential** to the extent possible.

Protection from Retaliation

You are **protected by NCMAF policy** from termination, harassment, or other negative consequences when you report in good faith. Retaliation will not be tolerated.

False Claims

Knowingly making false or malicious allegations is a serious offense and may result in disciplinary action.

NCMAF encourages all board members, staff, volunteers, and partners to speak up when something isn't right.

Your voice helps protect our mission, resources, and reputation.